



Figure 68: Sort dialog – Sort Criteria tab

Sort options

On the Options tab of the Sort dialog (Figure 67), you can set these options:

- **Case sensitive** – sorts first by uppercase letters and then by lowercase letters. For Asian languages, special handling applies.

✓ Note

For Asian languages, select **Case sensitive** to apply multi-level collation. With multi-level collation, entries are first compared in their primitive forms with their cases and diacritics ignored. If they evaluate as the same, their diacritics are taken into account for the second-level comparison. If they still evaluate as the same, their cases, character widths, and Japanese Kana difference are considered for the third-level comparison.

- **Range contains column/row labels** – omits the first column/row in the selection from the sort. The *Direction* setting at the bottom of the dialog defines the name and function of this check box: if top to bottom, then column labels; if left to right, then row labels.
- **Include formats** – preserves the current cell formatting.
- **Enable natural sort** – natural sorting is a sort algorithm that sorts string-prefixed numbers based on the value of the numerical element in each sorted number, instead of the traditional way of sorting them as ordinary strings. For instance, assume you have a series of values such as, A1, A2, A3, A4, A5, A6, ..., A19, A20, A21. When you put these values into a range of cells and run the sort, it will become A1, A11, A12, A13, ..., A19, A2, A20, A21, A3, A4, A5, ..., A9. With natural sorting selected, values such as these are sorted correctly.